

MU EmpCenter: Time Clock Quick Reference

Below is an example of the EmpCenter Standard Time Clock, which will be located in certain departments on campus. For a list of current time clock locations visit: <http://marquette.edu/timekeeping/clocks>



Clocking In and Out

1. If the screen is blank, press any key to activate the clock.
2. On the keypad, press the appropriate function key, **F1 to clock in** or **F5 to clock out**.
3. Swipe your MUID card with picture facing in (magnetic stripe to the right).

If you have only one campus job, skip step 4 and go to step 5.

If you have more than one campus job, continue with step 4 and step 5.

4. Use the arrow keys to move up and down the list of options, then **press F3 to select** the assignment (job) for the time you wish to record.
5. Confirm the job on the screen is correct. Press **F8 to save** and log off.

Punch: Clock In

Select Assignment

Value	Description
78552 STUDENT ACCOUN	78552 STUDE
85344 Supervisor_1-2	85344 Superv
86206 Student Employ	86206 Studen

F3 Select

F4 Cancel

Punch: Clock In

Good morning

Time: 09:37 AM

You entered
85344 Supervisor_1-2

F4 Cancel

F8 Save